

Brixham Town Council

Minutes of the Meeting of the F&GP Committee held in The Furzesham Meeting Room, Brixham Town Hall on 6th January 2016 at 7.00 p.m.

Present: Cllrs: P Addison, I Carr, R Clarke, D Giles, J Regan, & J Stock.
Also present: T Hallett, Town Clerk and 1 Member of the Public.

A representative from BATS reported on works taking place in the Theatre including the painting of the auditorium.

16001. Apologies for absence through the clerk.
Apologies received from Cllr M Morey.

16002. Declarations of Interest.
Cllr P Addison declared a pecuniary interest on agenda item 6.
The Declarations of Interest register was available to sign.

16003. To consider any requests for Dispensation on agenda items.
None.

16004. Minutes of the Meeting held on 02.12.15.
The minutes of the meeting held on 02.12.15 were **resolved** and signed with the following change:
Present: Cllr R Clarke
15153: Remove 'and Clarke'

16005. To consider the draft budget including discussing the following issues:
Members noted that Torbay Council had advised the tax base had increased and equates to 2.8% based on Band D.

The draft budget was discussed and no amendments made. The budget will be reviewed in the February meeting. A discussion took place regarding Torbay Council's proposed increased percentage.

The Clerk advised members of a proposal from a Councillor to employ a member of staff on a six month contract as a Brixham Lengthsman. The contract would include grass cutting, cleaning graffiti and weedkilling, which would be in addition to the services provided by Torbay Council / TOR2. It was agreed that the Community Services Committee should discuss the proposal in more detail and make a recommendation to F&GP for a proposed budget.

It was further agreed that the February meeting should review Future Projects, Members Allowance, Staff Salaries, Seasonal Displays and Brixham Lengthsman.

Representatives at the Torbay Council P&R Meeting

It was agreed that politically it was better that a representative from BTC attending Torbay Council's P&R Committee meeting to lobby for Brixham. It was **agreed** that the Clerk will contact Torbay Council to advise that a representative would like to attend and request the opportunity to speak. It was further **agreed** to contact Brixham Heritage Museum to arrange a meeting with them to discuss their issues relating to a reduction in their funding.

Feedback from the Torbay Council Budget Consultation

Councillors reported on their findings following their attendance at the budget consultation.

Torbay Council's proposed cut to the Brixham Heritage Museum funding

It was reported that the Museum could manage with the proposed cut, but would financially struggle if there are any further reductions. It was **agreed** that the Museum should provide accounts to help the Town Council ensure they are representing the Museum constructively.

Torbay Council's proposed cut to the Admiral Swimming Centre funding

It was reported that the Admiral Swimming Centre could manage with the proposed cut. It was **agreed** that the Admiral Swimming Centre should provide accounts to help the Town Council ensure they are representing the Centre constructively.

Proposed Abolishment of the Harbour Committee

It was **agreed** to get confirmation from Cllrs Ellery and Stockman that they will be representing Brixham's interest on this subject. It was further **agreed** that the Clerk should contact Cllr Ellery to discuss a suitable resolution to propose at the next BTC Full Council.

Subsequent to the meeting the Clerk contact Cllr Ellery who advised that a motion to remove this proposal was fully supported at the last Torbay Full Council meeting.

Proposed reduction in hours to Connections

Cllr Stock reported that she had recently met Cllr Morris from Torbay who advised that he would send her the report relating the proposed changes to Connections. This report had not yet been received and the Clerk was asked to speak to a Ward Councillor to obtain a copy through them.

16006. Payment of the invoices contained in Annex 1.

All invoices were considered and it was **resolved** to pay the invoices as detailed below.

Payee	Amount	Cheque no or BACS	Details
Paul Addison	£46.80	BACS	DALC, Guildhall Dartmouth, Dartmouth Naval College
DALC	£30.00	BACS	Budgets and Precepts Course (Tracy)
DALC	£144.00	BACS	CiLCA Course (Linda)
N Stevens Brookhall Black Brough	£720.00	BACS	Christmas Tree
SLCC	£235.00	BACS	Membership Renewal
TDA	£6,600.00	BACS	Hire of Hallkeeper
Lamps & Tubes	£17,447.64	BACS	Christmas Lighting displays 2015/16
Roger Richards Solicitors	£960.00	825	Shoalstone Pool Cafe lease
Jackson Lift Group	£155.00	BACS	Lift scheduled inspection
Crimehalt	£90.00	BACS	Call out to investigate door fault
Rachel Swain	£500.00	826	Lantern workshop, parade, materials.
Total	£26,928.44		

Cllr Addison left the chamber whilst his payment was being discussed and approved.

The cheques were then signed by three signatories and verified against the invoices. All invoices due for BACS payments were then initialled by three account signatories.

It was **resolved** to ask the Roger Richards Solicitors to charge 50% of the cost of the charges made by Torbay Council to the Shoalstone Pool Cafe.

Payments made by fast payment were approved.

Payments to approve			
South West Water	£222.33	BACS	Town Hall Utilities
Torbay Council	£4,328.73	BACS	Salaries
Torbay Council	£92.40	BACS	Salaries
Torbay Council	£2,756.50	BACS	Salaries
Torbay Council	£8.00	BACS	Salaries
British Gas	£328.70	BACS	Town Hall Utilities
BT	£36.11	BACS	Emergency phone in lift
Total	£7,772.77		

16007. To discuss and note the Bank statement, expenditure against budget report, Newsletter and Town Hall balance sheets.

The statements, Expenditure against budget and Town Hall reports were discussed and noted. Members were advised of the interest received on the 32 day notice account and that all bank statements issued with agendas were to remain confidential.

The Clerk reported that she had asked for a quote from the existing printers for the newsletter and will be looking for quotes from other companies. She also reported that she is also looking at quotes to produce the newsletter and will be comparing it to the cost of the newsletter being produced in house.

16008. Grant applications and Feedback

The grant application from Youth Genesis was discussed and it was agreed to grant £4,000. This was made up as £2,100 from the projects budget and £1,900 from the remaining grants budget.

16009. To consider recommendations made by the Town Hall Sub Committee.

It was **resolved** to go with the best saving being Utility Bidder.

It was **resolved** to recommend to Full Council the installation of three new CCTV cameras, and fob access to the Scala Hall and car park.

It was **resolved** to recommend to Full Council the annual maintenance for the security system, access control system, heating and water hygiene, emergency lighting and fire alarm system.

It was **resolved** to accept the quote received from Bancroft Heating and Plumbing for the installation of a new water heater in the Town Council office.

16010. To consider any applications to attend training courses or conferences.

It was **agreed** that the Clerk can attend the DALC preparing for Audit training.

16011. To consider any allotment issues.

It was reported that there are currently 8 plots vacant, but new enquiries for allotments had recently been made and an article had also been put in the Brixham Signal.

16012. Items for the next agenda

Updated electrical report from Richard Barnes Electrician
 Addendum for to Shoalstone Management Agreement
 Update on Shoalstone Cafe Lease
 BTC IT Network

16013. To consider the exclusion of the press and public due to the confidential nature of the business about to be undertaken

It was resolved to exclude the press and public.

16014. To discuss and consider a recommendation from the Town Hall Sub Committee

Members discussed the recommendation and agreed to recommend to Full Council.

Members also discussed the request from the Pannier Market to revert back to monthly invoicing. This was **resolved**. It was further **resolved** that the payment terms will remain as 7 days due to them being the only hirers not paying in advance.

The meeting closed at 9.55pm

Chairperson

Date